

ANIMAL SERVICES SUPERVISOR

DEFINITION

To provide field supervision to Animal Control Officers and participate in collecting, disposing of and impounding unlicensed, stray, vicious, diseased, injured or dead animals; investigate complaints, and enforce state and local laws pertaining to the care, handling and welfare of animals.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Animal Services Manager.
Exercises functional and technical supervision over Animal Control Officers.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Animal Control Officer in that the latter is primarily responsible for providing street patrol activities for enforcing animal services regulations and is not assigned supervisory responsibilities. Employees at this level are required to be fully trained in all procedures related to animal services.

ESSENTIAL DUTIES – Essential responsibilities and duties may include, but are not limited to the following:

1. Supervises field operations and coordinates, prepares, schedules, and directs the work of Animal Control Officers.
2. Responds to calls and complaints from the public regarding stray, vicious, diseased, or dead animals.
3. Assumes lead role in investigating complex animal cruelty complaints.
4. Transports stray, sick, injured, or dead animals to the animal control facility.
5. Investigates animal involved cruelty, neglect, and bite cases.
6. Collects and accounts for license and other fees.
7. Issues violation notices and court citations as required.
8. Assists in receiving, feeding, and caring for or disposing of impounded animals.
9. Maintains accurate inventory of impounded animals and statistical information.
10. Assists public in claiming or adopting animals.

11. Uses tranquilizing equipment and firearms, and performs euthanasia as required.
12. Testifies in court.
13. Selects, trains, and develops Animal Control Officers.
14. Reviews and approves animal control reports, notices, and citations.
15. Acts as Animal Services Manager as needed.
16. Evaluates performance of Animal Control Officers; work with employees to correct deficiencies; implement disciplinary procedures; and counsels employees.
17. Performs related tasks as required.

QUALIFICATIONS – Knowledge, Skills and Abilities:

Knowledge of:

- A. Laws and regulations governing licensing, impounding, care and destruction of animals.
- B. Pertinent Federal, State, and local laws, codes and general law enforcement procedures.
- C. Principles of supervision, training, and performance evaluation.
- D. Assigning and reviewing the work of others.
- E. Principles of report writing.
- F. Tranquilizing equipment and firearms.

Ability to:

- G. Handle and subdue vicious animals.
- H. Recognize and describe various breeds of animals.
- I. Develop and maintain effective relationships with the public and coworkers.
- J. Mediate and resolve public complaints.

- K. Dispense federally controlled substances to animals.
- L. Prepare and maintain reports and records.
- M. Work rotating shifts, weekends, holidays, and during emergencies
- N. Deal patiently, compassionately and effectively with frightened, fractious and injured animals.
- O. Humanely control, lift, and carry a variety of animals up to fifty pounds.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in the field of animal control.

Education and Training:

Equivalent to the completion of the twelfth grade. Experience or supplemental courses in supervision is highly desirable.

License/Certificates:

Possession of a valid Class C California Driver's License, State Humane Euthanasia Certificate, and Penal Code 832 certificate at time of appointment.

SPECIAL REQUIREMENTS:

Essential duties require the mental and/or physical ability to: walk and stand for extended periods; bend and stoop to safely lift, carry, and maneuver heavy animals weighing up to 50 pounds; run in emergency situations; work in inclement weather and in a noisy and odorous environment consisting of various small or large animals, reptiles, cleaning chemicals, or vicious, diseased animals; drive to answer calls for service and transport animals; perform repetitive hand movements and fine coordination to prepare reports and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time while driving;

reach, twist, turn, kneel, bend, squat, crawl and stoop in the performance of retrieving stray animals; converse by radio transmission and hear tones, signals, and be clearly understood; interact with the public and all different levels of City staff in a professional manner.

PROBATIONARY PERIOD: Six months
184CS00
June 2000
Revised: May 2008
AAP GROUP: 18
FPPC STATUS: Designated
FLSA STATUS: Non-Exempt